



## Emerging Artist Project Grant

*2008 Deadline: January 4<sup>th</sup>*

***Please note that this application will be limited to Visual Artists only. Next year, artists can apply in the disciplines of: dance, literature, music, theatre and performance art. These disciplines will rotate every year.***

### THE UTAH ARTIST ENDOWMENT

A challenge grant awarded to the Utah Arts Council (UAC) from the National Endowment for the Arts in 1991 founded the Individual Artist Endowment and the Ethnic Arts Endowment. Interest generated by these endowments is designated for project grants awarded to both established and emerging artists of Utah, as determined by peer review. Tax-deductible contributions to the endowment continue to support Utah's artists in perpetuity. Because rates yield a different amount of interest each year, the grant amounts may vary slightly from year to year.

### PURPOSE OF GRANT

The Utah Arts Council wishes to support the creative work of individual artists. This grant is meant to encourage artists to pursue new goals marked by inventive and innovative work. By facilitating the professional and creative goals of individual artists, the UAC cultivates a community in which the artistic voice contributes to both the quality of life and a creative economy.

### GUIDELINES

#### **Emerging Artist Grant (up to \$500)**

Intended for an artist in his/her formative years who is attempting to launch a professional career in the arts and has mastered basic techniques in his/her art form. Those who have received a previous grant from the Utah Arts Council are not eligible to apply as an emerging artist.

*This smaller grant is meant mostly to aid the emerging artist by providing widespread recognition, credentials to support a professional career, and an opportunity to showcase his/her work.*

### ELIGIBILITY

#### **You are eligible to apply for a Project Grant if:**

- You are a professional artist who is not currently enrolled in a certificate or degree-seeking program.
- You have lived in Utah for at least one year prior to the application deadline. (Evidence of U.S. and state residency may be required).
- You are 20 years of age or older.

### **You are not eligible to apply if:**

- You produce art as a hobby.
- You have received a Project Grant within the last two years.
- You are a past Project Grant recipient and have not submitted a report letter.
- You received a UAC Publication Prize, Ethnic Artist Grant, Folk Arts Apprenticeship Grant or Visual Arts Fellowship in the current fiscal year.
- You are a UAC staff or board member.

### **LIMITATIONS**

- Proposals eligible for funding under other UAC programs.
- Activities not directly related to the enhancement of an artist's career.
- Activities involving any organization employing the applicant.
- Any costs incurred prior to the official start date of the grant period.

### **COLLABORATIONS**

Collaborative proposals between two or more artists contributing equally are also eligible for support. Applications must indicate the creative contribution of each collaborator. **The application must be made in the name of one artist only**, with the names of other participants listed in the project description. Support materials (resumes, statements) must be submitted for each collaborator also labeled with the names of all artists involved. Collaborative applications should be delivered or mailed jointly. If collaborative applications are awarded a grant, the applicant artist assumes responsibility for distributing the total award and submitting the final report.

**An artist, who is normally recognized as part of a group, may apply individually, provided all artistic documentation is easily identifiable as solely his/her own.**

### **NEW REQUIREMENT FOR ALL GRANT APPLICANTS**

Beginning 2007-2008, **all UAC grant applications are required to obtain a Dun and Bradstreet number**. This number is free and is being used as an important advocacy tool for the arts.

\*Please note this application will be accepted if you have applied for a Dun & Bradstreet number but have not yet received it.

Please call (866) 705-5711 to register yourself as an artist or visit <http://fedgov.dnb.com/webform>.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. The Customer Response Center hours are: Monday - Friday 7 AM to 8 PM C.S.T.

You will need to provide the following information by telephone:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

You will need to provide the following information below if you are applying for a DUNS number online. These instructions can also be found on the Utah Arts Council's website under the heading, "Funding".

#### **Instructions for an INDIVIDUAL DUNS Number:**

1. Go to [Dun and Bradstreet's](#) website
2. At the bottom right hand corner of website, choose "Apply for a DUNS number"
3. Type in your name for "business name"
4. Click on "next" button
5. Choose "create a new listing" found at the bottom of the page
6. Choose "I am a new member"
  - a. Fill in "user id" which is your email address  
If you have previously used your email for another organization, you **MUST** obtain a new email. It will not allow two emails for two different organizations. There are many free email services out there, including yahoo.
  - b. Fill in "create a password"
7. Choose "register"
8. Fill in required fields
  - a. Company name = your name (as an individual, you **ARE** the company)
  - b. Fill in job title

9. Choose “next”
10. Read terms and conditions
11. Choose “I agree”
12. Review all information

a. Total number of employees should be “1” (again, that’s you)

13. Choose “next”
14. Review next page
15. Choose “next”
16. Choose “Submit D-U-N-S request” (above it should indicate this request is free)

\* Your DUNS number will be provided via email within 30 days.

\* Once you have received your DUNS number, please call the Utah Arts Council and ask that this number be added to your application.

## REVIEW PROCESS

Discipline specific peer panels, ratified by the UAC Board of Directors, review all project grant applications. Reviewers are recognized for expertise in their discipline and their broad understanding of the arts. During the review process, individual proposals and resumes are discussed and considered together with the quality of work samples. Reviewers have flexibility in assigning dollar amounts to awardees.

*A UAC board member who is an artist or arts professional may serve on a peer panel. Peer panelists generally serve for two years and their names are published in the UAC annual report.*

## EVALUATION CRITERIA

Grants are not based on need, but on artistic merit. The following criteria, with the first being of primary importance, affect evaluation:

- **Aesthetic quality, invention and innovation** as exhibited in support materials.
- Specificity and clarity of the proposal.
- Evidence that the proposed activity is an extension of the artist's work or aesthetic interest.
- Level of professional commitment and capacity as demonstrated in the artist's application materials.

## HOW TO APPLY

*Please note: Electronic and Fax transmissions will be accepted this year. Please e-mail your application and all support material to [artistgrant@utah.gov](mailto:artistgrant@utah.gov).*

### All applicants must submit the following:

- The signed, original application, including proposal description and artist statement.
- Resume (optional for those applying as an emerging artist), no more than two pages, including educational background and professional achievements.
- Support materials as specified on page 8.

## GRANTEE REQUIREMENTS

If you are awarded a Project Grant, an award letter will be sent to you. At the conclusion of the grant period you **must** provide a brief, written report summarizing how you used the project funds. You must give credit to the Utah Arts Council in all promotional materials pertaining to work produced with support of the Project Grant. A statement such as, "This program is supported in part by a grant from the Utah Arts Council and the National Endowment for the Arts," must be part of credits, publicity and promotions. Awardees are required to articulate to their community how public support of artists benefits the community.

## MATERIALS AND INFORMATION RELEASE FORM

Please fill out the **Utah Arts Council Materials and Information Release Form** below for permission to use materials submitted. This form should be submitted with your grant application.

## ARTIST GRANTEE SHOWCASE

The Utah Arts Council will hold an Artist Grantee Showcase and reception for all individual artists that receive a 2008 artist grant. This Showcase will take place at the Rio Grande Gallery the first week of December in collaboration with the Holiday Gallery Stroll. All artist grantees who wish to participate will have the opportunity to display their work.

## Utah Arts Council Materials and Information Release Form

The Utah Arts Council exists to preserve, present, and promote the arts of Utah. As a state agency dedicated to advancing the arts, we respectfully request permission to display and use the materials listed below.

### AGREEMENT

- Utah Arts Council may use **PHOTOS** of me and my work in publications, exhibits, slide shows, or websites; and/or
- Utah Art Council may use **AUDIO TAPES** of my performance or interview in public lectures, recordings, radio or television shows or websites; and/or
- Utah Arts Council may use copies of **MY OWN PHOTOS AND RECORDINGS** (made by myself or others) in the types of public presentations listed above, with credit to me; and/or
- Utah Arts Council may identify me **by name** in any public use of these materials and information:
- Utah Arts Council may also use the following **special materials** or information:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- I wish to place the following **RESTRICTIONS** on the use of this information and materials:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME (print) \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE (day) \_\_\_\_\_ (evening) \_\_\_\_\_  
SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## TAXABILITY OF GRANTS

According to the Internal Revenue Service, some grants may be excluded from taxation under certain circumstances. The UAC encourages you to contact your CPA or local IRS office for detailed information after the award of your grant.

## IMPORTANT NOTES TO ALL APPLICANTS:

Review these guidelines carefully in preparing your application. Failure to comply with requirements results in the disqualification of your application.

### Additionally:

- You may submit only one application per review.
- Do not include any material not requested by the application.
- *Do not send original artwork. Submit only duplicates of slides, manuscripts, video or audiotapes.* Original art will not be reviewed (with the exception of book arts and papermaking).
- *Do not staple* application copies or put application forms in binders or folders.
- Label each submitted item with your name.
- All written material submitted should be on 8-1/2" x 11" white paper and typed or clearly printed in black ink, size 12 point or larger type, including slide scripts, manuscripts, resumes, etc.

## \*SUPPORT MATERIALS

Support materials are required with each application. The materials depend on the category and discipline in which you are applying. Since support materials are the means by which the artistic quality and aesthetic merit of your work is assessed, it is important to submit work that best conveys the concepts and /or techniques you employ. Quality of materials is a major consideration. Poor slides, illegible manuscripts, scratchy audiotapes, etc., are a liability.

All support material must be of *current work*: that is, work accomplished within the last **three** years. In general, submit support materials that are relevant to the application. Only one copy of support materials is required with the exception of scripts and literary submissions. If you believe your work cannot be adequately represented in one of the formats described, or does not fall within the three year definition of "recent," contact your discipline representative.

**Visual Arts** includes but is not limited to: *painting, sculpture, photography, printmaking, fine craft, installation, emergent forms and experimental art.*

**VISUAL ARTS:**

Submit ten, quality images of recent work. Images can be 35mm slides, or digital images (72 dpi JPGs (not on DVD or Power Point) provided on CD. Slides/images of details are accepted, but slides/images should represent a minimum of eight works. A consistent and cohesive selection of current work is recommended. Please follow the slide preparation instructions for the submission of slides. Include one copy of a slide list. Paper makers may submit 8-10 samples of original work.

**ARTIST BOOKS:** If your work is published in sufficient quantity, submit one copy of three originals with application. Otherwise submit slide/digital documentation. See “Visual Arts” above.

**DESIGN ARTS:** Includes architecture, landscape, graphic design, historic preservation, urban planning, fashion design, industrial design, interior design and commercial design. Support materials should represent the ongoing practice of design in the categories listed above. Submit ten quality images either by slide or CD of recent work. See “Visual Arts” above and follow the slide preparation instructions for submission of slides. Support materials may also consist of design work produced or constructed, as well as drawings of proposals for works not yet realized. Fashion designers must also submit fabric swatches and slides/digital images of color illustrations. Architects, landscape architects, and urban planners may also submit clearly identified renderings/blueprints or specifications.

**INSTALLATIONS and EMERGENT FORMS:** Select the appropriate type of support material, i.e., CD, slides, manuscripts and/or videotape that can properly represent your work. Consult the instructions for the support materials that you are submitting.

## FORMAT OF SUPPORT MATERIAL

**SLIDES/DIGITAL IMAGES:** Digital images are preferred, but if you wish to submit slides, please mark your slides as follows: a. your name (last, first), b. number of slide, from 1-10, c. title of work, d. an arrow indicating top of work. To avoid jamming the projector, take care when applying tape, labels, or other materials to the slides. Writing directly on slide frames is preferable to affixing labels. Enclose in a clear plastic slide sheet. If you submit digital images on CD, please title each image appropriately.

**IMAGE LIST: Visual Arts categories**

One copy of an image list *must* be provided on a separate piece of paper with your name, the ten slides in the order they should be seen, the number of slide, title of work, date completed, medium and dimensions. If your work is a maquette, indicate the projected dimensions, material, and mark it "maquette." If you submit your images on CD, please list them in the order they should be seen. Include a separate image list with your name, the titles of the work, date completed, medium and dimensions.

## RETURN OF SUPPORT MATERIALS:

If you would like to have your materials returned to you by mail, please include self-affixed, sufficient postage on a return envelope, properly addressed.

You may pick up support materials from the Utah Arts Council within six weeks of receiving notification letter. But please note: **the Utah Arts Council is not responsible for unclaimed support materials 6 weeks after notification letter is sent. Materials may be discarded or recycled.**

## GRANT DEADLINE: January 4, 2008

**By Mail:** Postmarked by January 4, 12:00 midnight.

**In Person:** Delivered to the UAC office no later than 5:00 p.m.

**Letters of Notification will be mailed by** May 14, 2008.

The **Notification date** will be May 8, 2008.

The **grant start date** is May 8, 2008.

**Grant must be completed within one year of the grant start date.**

Submit complete application package to:

Individual Artist Project Grant  
Attn: Katie Woslager  
Utah Arts Council  
617 East South Temple  
Salt Lake City, UT 84102-1177

If you have any questions about this application, please contact:

Utah Arts Council  
Katie Woslager  
Individual Artist Services Coordinator  
(801) 236-7549  
[artistgrant@utah.gov](mailto:artistgrant@utah.gov)  
[www.arts.utah.gov](http://www.arts.utah.gov)

*The Project Grant application and guidelines may also be downloaded from the UAC web site: [www.arts.utah.gov](http://www.arts.utah.gov) (Available in Microsoft Word, Rich Text Format [RTF], or PDF.) Applications will be accepted at [artistgrant@utah.gov](mailto:artistgrant@utah.gov).*

## SUPPORT MATERIALS CHECKLIST

Visual Arts: (Includes: *painting, sculpture, photography, printmaking, fine craft, installation, emergent forms and experimental art*).

CD of images, or 10 labeled slides in slide sheet

Slide/Image list

Description of Work

Artist Books: 3 works or 10 labeled slides in slide sheet (or CD)

Slide/Image list, or work sample list

Program notes

Design Arts: 10 labeled slides in slide sheet (or CD)

10 photographs (8" x 10" maximum)

Image/Slide or photograph list

Drawings

Fabric swatches

Renderings/blueprints

Specifications

# INDIVIDUAL ARTIST PROJECT GRANT APPLICATION

Please type or print clearly.

Emerging Artist \_\_\_\_ Established Artist \_\_\_\_ Dollar Amount Requested \$ \_\_\_\_\_

Discipline: \_\_\_\_\_

Full Name: \_\_\_\_\_ circle: Mr. Ms.

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_ County \_\_\_\_\_

Telephone (eve) \_\_\_\_\_ (day) \_\_\_\_\_ E-mail \_\_\_\_\_

Dun & Bradstreet # \_\_\_\_\_ # Years Utah State Resident \_\_\_\_\_

## Brief, one-sentence summary for use of funds:

**Support materials information:** Please provide any information that may clarify the work you submit.

## Collaborations

If the application is collaborative, name collaborating artist(s)

## Assurances

- I certify that I am a Utah resident and have resided in Utah for one full year prior to this application.
- I certify that I am over 20 years of age and am not currently matriculated in a certificate or degree-seeking program.
- I acknowledge that the UAC is not liable for damage/loss of materials submitted.

\_\_\_\_\_  
Artists Signature

\_\_\_\_\_  
Date

*Under penalties of perjury, I declare that I have examined this application and to the best of my knowledge and belief, it is true, correct, and complete.*

***Please include a separate sheet of paper or attachment for each of the following:***

**1. Artist Statement**

Describe the focus or current direction of your work. Concepts or major aesthetic concerns may be briefly discussed here. Please type your statement.

**2. Proposal description**

Describe your proposed use of the grant funds and how the grant will advance the development of your work. Be as specific and clear as possible. PLEASE INCLUDE A GENERAL BUDGET.

*Emerging artists may submit a resume, but it is not required*

**Important points to remember:**

- Please do not send extraneous promotional materials such as press kits, newspaper clippings, postcards, etc, as the panel will only view the required materials.
- Applications must be complete with all support materials in one package at the time of delivery. Please no staples, binders or paper clips.
- Incomplete applications (no artist statement, no proposal description, budgets, etc.) will be immediately disqualified. No exceptions.

## **FINAL APPLICATION CHECKLIST**

We suggest that you make a copy of the completed application for your own records. Please check that you have included the following items in your application package.

1. Signed application form.
2. One-page artist statement.
3. One-page proposal description.
4. Artist resume (optional).
5. Utah Arts Council Materials and Information Release Form.
6. For visual arts categories, one-page image list.
7. Self-addressed stamped envelope if you wish to have support materials returned.